

ORDINANCE NO. 2014-15

Amend the Personnel Ordinance to allow discretion to vary from the standard pay progression

Executive Summary

Section HR0340, Application of Pay Plan to Positions, addresses the normal progression of steps within the step system. This includes satisfying a specific number of hours worked and a minimum of a satisfactory performance evaluation. If either of these criteria is not met, a step increase is delayed or denied. In addition, there are occasionally situations where it is desirable to offer new employees a step above the minimum due to unusual circumstances such as difficulty in recruitment or extraordinary qualifications or experience. There may also be exceptional situations when it would be beneficial to the County to grant a current employee an additional step(s) to promote retention in a fundamental or crucial position. The proposed amendment would authorize the County Administrator to approve step increases on rare occasion to retain a key employee where the long-term savings/benefit to the County would surpass the short-term cost of an extra step(s).

WHEREAS, Personnel Ordinance, Section HR0340, Application of Pay Plan to Positions, does not allow for discretionary advancement of one or more steps in the current pay progression system to respond to competitive pressures to retain key employees, and

WHEREAS, the Human Resources Committee recommends authorizing the County Administrator to grant additional steps as are deemed necessary to secure a benefit to the County through retention of specialized personnel,

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0340, Application of Pay Plan to Positions, of the Personnel Ordinance shall be amended to create subsection H. as follows:

HR0340 APPLICATION OF PAY PLAN TO POSITIONS.

H. The County Administrator may advance the pay of a current employee by one or more steps at any time during the year when the County Administrator determines it is in the County's best interest to offer additional compensation in order to retain an employee who would be excessively costly to replace. The County Administrator shall report such increases to the Human Resources Committee.

Section 2. This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: Cost associated with a potential additional step(s) shall be paid from the applicable department budget. If funding is not available, the Finance Committee may authorize a transfer within the specified limits.

Adopted by the Jefferson County Board of Supervisors this 8th day of July 2014.

s/Jim Schroeder

Jim Schroeder

Chair

ATTEST:

s/Barbara A. Frank

Barbara A. Frank, County Clerk

Published this 14th day of July 2014.

Ayes_voice vote_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by:

Human Resources Committee

07-08-14

Terri M. Palm: 06-13-14; Phil Ristow: 06-13-14